



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 12-06-067	OPENING DATE: 04-17-07 ( <b>Updated</b> )	CLOSING DATE: Open Until Filled	OPEN TO ALL APPLICANTS
POSITION: <b>Director Information Technology Division CES-1</b>	TYPE OF APPOINTMENT: Court Executive Service	SALARY: \$121,300 - \$145,300 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Information Technology	LOCATION: 500 Indiana Avenue, NW	TOUR OF DUTY: Full-time	
<p><b>BRIEF DESCRIPTION OF DUTIES:</b> The Information Technology (IT) Division is responsible for planning, development and management of the information technology systems and subsystems that support case flow, office automation, special programs and management operations. The Division designs and administers system configuration and architecture including hardware and software, network operations, desktop systems, and system security. Information systems reside on a variety of platforms, such as IBM mainframe, network client/server and desktop systems. The incumbent has responsibility for coordinating Court-wide information technology and business life-cycle management activities, including building and maintaining an information technology infrastructure, directing future IT investments, providing leadership for the Court's IT planning, and ensuring interoperability of the Court's systems. The incumbent will advise the Court on IT planning, acquisition, management, use, control, and alignment with organizational strategies and priorities. The incumbent provides overall executive leadership for the IT Division.</p> <p><b>MINIMUM QUALIFICATIONS:</b> A bachelor's degree in management information systems, computer science or a related field plus six (6) years of senior level management experience in planning, administering and evaluating information technology programs. An advanced degree in a relevant field is preferred. Documentation of education, i.e. a copy of diploma or transcript, must be provided with application, as well as a recent performance evaluation, if available.</p> <p><b>SUPPLEMENTAL RANKING FACTORS:</b> The following factors will be used to rate your qualifications for the position. Applicants <b>MUST</b> respond to each ranking factor on separate sheets of paper. Please describe experience, training or education that indicates your level of qualification for each factor. <b>Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.</b></p> <ol style="list-style-type: none"><li>1. Experience in formulating and implementing major information technology programs and policy initiatives that include directing an organization through subordinate supervisors in the accomplishment of short and long term goals.</li><li>2. Experience in implementing and managing a large scale enterprise architecture including: technical, business and data elements using either the Federal sector framework or equivalent; enterprise wide security programs; business process reengineering; and capital investment planning.</li><li>3. Ability to select, manage, train, monitor and evaluate technical staff, supervisors and contractors, and to monitor work assignments in order to ensure timely accomplishment of division goals and objectives, and delivery of services to clients and the Court.</li><li>4. Ability to communicate and interact effectively with judicial officers, court managers and staff, as well as with other government or private sector organizations or companies.</li><li>5. Ability to direct the development of short and long range planning, and to prepare written testimony and detailed data to support budget requests to accomplish the projected operating goals of the division.</li><li>6. Technical or administrative knowledge and experience in the following areas: CMMI, SDLC, PMO, Network Management and Design, ITA, Web Operations and Database Management.</li></ol> <p><b>SELECTION PROCESS:</b> After review of applications and ranking factors, a structured oral interview or further screening may be required of the highest qualified candidates.</p> <p style="text-align: center;"><b>Submit Court Application and Ranking Factor Responses to:</b> D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001. For a court application, call (202) 879-0496, Fax (202) 879-4212 or visit our website at <a href="http://www.dccourts.gov">www.dccourts.gov</a>.</p>			
<small>It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.</small>			